



# Navajo County Strategic Planning Team Announces the Navajo County Leadership Academy

## **This academy is open to all Navajo County Employees**

The Leadership Academy Curriculum will offer 8 required courses at two locations, both Holbrook and South County.

40 seats available for the first Academy—if demand exceeds capacity a random selection  
will take place to select the 40 participants.

Participating employees will need to attend all 8 classes to receive certification.

### **Classes Offered:**

#### **Budgeting/Finance**

#### **Transition to Role of Supervisor**

Conflict Resolution/Communication

Hiring Practices/Interview process and probation procedures

Customer Service

#### **HR Practices**

FMLA

Sexual Harassment

ADA and HR Forms

#### **Change Management**

#### **Leadership/Team Building**

Qualities of a Leader

Being aware of others emotions

Motivating Employees

#### **Managing in a Political Environment**

#### **Strategic Thinking/Innovative Thinking**

#### **Performance Evaluation**

Typical course duration 3-4 hours

Applications will be accepted starting  
November 28th thru January 4, 2013.  
Application requires commitment from  
participating employee and department  
approval.

For more information please see the  
Navajo County internal website: [http://  
internal.navajocountyaz.gov/](http://internal.navajocountyaz.gov/)

Please submit applications to Melissa  
Buckley in Administration.